

## Appendix A

# CONTRACTING OFFICER REPRESENTATIVE GUIDELINES

A-1. A COR is the contracting officer's designated representative who assists in the technical monitoring and administration of a contract. The COR is the requiring unit or activity or supported unit link to the contractor, using the contract administration/management process. This individual is designated in writing and must be a qualified military member (in the grade of E-5 or above)/government employee (according to the requirements established in the Defense Federal Acquisition Regulation Supplement, Part 201.602) to perform the duties and responsibilities delegated by the contracting officer.

A-2. The specific duties and responsibilities of a COR are delegated in writing by the contracting officer. Typically, a COR is responsible for assisting the contracting officer in the following areas:

- Maintaining liaison and direct communications with both the contractor and the contracting officer.
- Monitoring the contractor's performance, notifying the contracting officer of deficiencies noticed during surveillance, and recommending appropriate corrective action.
- Verifying that the contractor performed the technical and management requirements of the contract.
- Performing all necessary inspections.
- Verifying that the contractor corrected all correctable deficiencies.
- Accepting government supplies and services.
- Verifying invoices.
- When applicable, coordinating the deployment/redeployment preparation contractor employees who deploy with the force.
- Assisting in contractor-employee day-to-day management to include visibility and accountability reporting as well as other contractor operations management issues that may affect contractor or unit requirements.

A-3. Although the COR provides a vital link between the military and the contractor, there are certain limits to his authority. A COR is prohibited from:

- Making any agreement with the contractor requiring the obligation of public funds.
- Making any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract.
- Encouraging the contractor by words, actions, or a failure to act to undertake new work or an extension of existing work beyond the contract period.

## **Contracting Officer Representative Guidelines**

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- Authorizing a contractor to obtain property for use under a contract.
- Interfering with the contractor's management prerogative by "supervising" contractor employees or otherwise directing their work efforts.